

Office of Energy Independence



Internship Application Instructions

Please send this completed application form and a copy of your resume to:

Office of Energy Independence
c/o Jennifer Wright
Lucas State Office Building
Des Moines, IA 50319
jennifer.wright@iowa.gov
Fax: 515-281-4225

Personal Information

Name (First) (Last)	Date of Application
Address (Street, City, State, Zip)	Phone #
Email:	Date of Birth:

Availability

Internship Cycle ☐ Spring ☐ Summer ☐ Fall Specify Dates of Availability:

Specify the weekdays and hours to will be able to work (minimum of 16 hours per week):

Monday: Tuesday: Wednesday: Thursday: Friday:

Education

College(s) Attended:	Graduation Date:
Major(s):	Major GPA:
Minor(s):	Minor GPA:
College(s) Attended:	Graduation Date:
Major(s):	Major GPA:
Minor(s):	Minor GPA:
High School Name:	Graduation Date:

Areas of Interest

- | | | |
|--|---|--|
| <input type="checkbox"/> Energy Efficiency | <input type="checkbox"/> Marketing | <input type="checkbox"/> Lobbying/Advocacy |
| <input type="checkbox"/> Renewable Energy | <input type="checkbox"/> Communications | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Biofuels | <input type="checkbox"/> Law/Policy | |

Experience Summary

- | | | |
|--|--|--|
| <input type="checkbox"/> Adobe Creative Suites | <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Microsoft Project Manager |
| <input type="checkbox"/> Dreamweaver | <input type="checkbox"/> Microsoft Power Point | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Visio | |

Please describe any other skills or internship related qualifications that would support your application:

Essay Questions

On a separate sheet, please answer the following questions:

1. Describe why you want to be an intern with the Office of Energy Independence. Include how an internship would help you achieve your career goals.
2. What skills do you wish to learn or enhance during your internship?
3. What are your long-term career goals?

Other Information

Will this internship qualify for credit? ☐ Yes ☐ No

References

Please list three references (other than relatives):

Name	(First)	(Last)	Phone:
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Name	(First)	(Last)	Phone:
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Name	(First)	(Last)	Phone:
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Applicants Signature

I certify that all of my answers given here are true and complete to the best of my knowledge, and that supplying false information herein shall result in immediate disqualification for consideration for an internship, or termination from an internship regardless of when such false information is discovered.

Applicant's signature

Today's Date:

Internships with the Iowa Office of Energy Independence

The Iowa Office of Energy Independence is now offering internship opportunities for undergraduate, graduate and law students. The Iowa Office of Energy Independence and the State of Iowa are committed to providing quality opportunities for students to learn and gain valuable skills. The internship program is designed to both meet the individual needs of students and assist the Iowa Office of Energy Independence in meeting its goal and objectives.

To be considered for an internship, the student must complete and return (1) attached form and (2) a resume with cover letter. The Iowa Office of Energy Independence is unable to compensate students financially for their semester internship, but it will work with each intern and his/her college to assist with college credit for the experience. In addition, successful interns will be considered for extended internships which may be paid. Interns in the Iowa Office of Energy Independence will have the unique opportunity to experience the inner workings of a state agency. During their time in the Iowa Office of Energy Independence interns will be tasked with a variety of tasks such as conducting internet research, developing presentations and managing Power Fund grant applications.

Applicants should possess excellent oral and written communication skills along with the ability to conduct internet research and discern pertinent information. Applicants should also be proficient in Microsoft Word, PowerPoint and Excel.

Internships are available for summer, fall and spring terms. Interns must be willing to work at least 16 hours per week.

Application and Selection Process

Please make sure that your application is postmarked no later than the deadline date for consideration for the Iowa Office of Energy Independence Internship Program. Applications for the Iowa Office of Energy Independence Program are on a rolling basis. As soon as application is complete, it is reviewed. This means that candidate selection decisions are made quickly. It also may mean that the program may fill prior to the published application deadline. Consequently, we encourage you to apply as early as possible.

Candidates will be notified as to the status of their application (whether they will be invited to interview) after their submissions have been processed. After completion of candidate interviews, invitations to join the Iowa Office of Energy Independence Internship Program will be extended.

The Iowa Office of Energy Independence embraces diversity and does not discriminate on the basis of race, color, gender, national or ethnic origin, religious affiliation, sexual orientation or physical ability.

The Iowa Office of Energy Independence and the State of Iowa are equal opportunity employers.